

# Summertime Health

Stay safe and enjoy!

Prepare workers for  
hot weather

Take our heat stress quiz

Keep bacteria away  
from your picnic

Information and resources to help your employees lead healthier lives



## In This Issue

### Training Blueprint — Educate workers about heat stress . . .3

Reinforce important reminders about how to work safely in hot weather

### Bonus Article — Foodborne illnesses are no picnic . . . . .3

Learn how to keep germs away from your gathering

### Wellness Activity — How much do you know about heat-related illness? . . . . .4

Answer these true and false questions to test your knowledge

### Puzzle — Summertime Health Drop-Out. . . . .5

Unscramble words to find the answer to the riddle

### Great Idea — Take these actions to prepare for hot weather . . . . .6

Make sure your workers acclimate to warmer temperatures and know how to stay safe

### Expert Help: Question of the Month . . . . .7

How can I support the mental health of my remote workers?



## MESSAGE FROM THE EDITOR

### Communicating with kindness from afar

During this year's COVID-19 pandemic, many work teams were dispersed as employees adjusted to working from home offices. This brought a shift in workplace communication, as teams had to rely primarily on email and online messaging systems to share information.

Email and electronic communication certainly aren't new, but when face-to-face communication came to a virtual standstill in many places, I realized how much its nuances were missed.

When you're communicating in person there are a number of things you can do to make the conversation more meaningful and genuine. These include asking questions, taking time to listen, and being genuinely interested in what the other person is saying.

That's tough to do in an email, and in a group video chat when you're trying to time your comments so they're not cutting into what someone else is saying.

There are a few techniques, however, that can be used to make online communication kinder, less abrupt, and more meaningful. These include:

**Adding a kind comment.** Taking time to wish a person well or letting them know you appreciate their work makes a message more pleasant, and might improve your mood as well as the mood of the person on the receiving end of the message.

**Delivering a compliment.** Has someone done something that made your day brighter or a task easier? Let them know you appreciate it. Be specific about what they did and how this made an impact on you.

**Reacting with empathy.** If you receive a message brimming with frustration or even anger, think about what the sender is experiencing that brought about those emotions. Thanking the sender for sharing insights and responding from a position of understanding might not be your first impulse, but it can help both of you deal with the situation in a much calmer, more productive manner.

**Pausing before you hit send.** An email sent in haste is often regretted. If a message upsets you, take a minute and reword your response after your emotions have cooled down.

Electronic messages are much better at conveying information than dispersing positive emotions. However, if you make the effort to be kinder, it's likely that message will come through loud and clear ♦



#### Terri Dougherty

Terri L. Dougherty, PHR, SHRM-CP, is the editor of the LivingRight Health and Wellness Awareness Program. Her work has been published in leading newspapers such as the Atlanta Journal-Constitution, Boston Globe, Denver Post, Pittsburgh Post-Gazette, El Paso Times, and the Spokane Spokesman-Review. She talks about wellness as a guest on the Road Dog Trucking radio show, and has written whitepapers and contributed to trade publications read by safety and HR professionals. As an Editor on the Human Resources Publishing Team at J. J. Keller & Associates, Inc., Ms. Dougherty also specializes in information on drug testing, medical marijuana regulations, the Family and Medical Leave Act, and employment law posters.



## TRAINING BLUEPRINT — SUMMERTIME HEALTH

### Educate workers about heat stress

This month's wellness activity gives workers information that can help keep them safe on hot summer days.

Workers need to stay hydrated and cool when working in a hot environment, and this month's activity uses a true and false quiz to reinforce key messages about avoiding heat-related illnesses.

This quiz makes workers aware of factors that influence their risk for these dangerous conditions. Employees who do not work in a hot environment will still benefit from the information, as it can make them aware of the risk for heat illnesses that could occur when they're exercising or working outdoors at home on a hot day.

#### Variations

You can provide additional information on the signs of heat-related illnesses by inviting a medical professional or safety trainer to deliver an in-depth discussion. Information can include details about the signs of these



conditions and how they should be handled. In addition, make employees aware of the steps you are taking to help them avoid heat stress.

#### Rewards

You can encourage workers to complete this month's activity by rewarding them for participating. Those who take the quiz could be rewarded with a summertime-related prize, such as a water bottle, hat, or bottle of sunscreen. ♦



## BONUS ARTICLE

### Foodborne illnesses are no picnic

At a summertime picnic, no one wants to save a seat at the table for foodborne bacteria. These nasty germs multiply rapidly in hot weather and can spoil your party in more ways than one.

Foodborne diseases can bring nausea, vomiting, diarrhea, and stomach cramps, and can be life-threatening. To keep your picnic healthy as well as delicious, take time to follow some food safety steps:

**Keep your cool.** Cold food should be stored at 40 degrees F. Place it in a cooler with ice or ice packs.

**Use the deep-freeze.** If you're taking meat, poultry, or seafood along, pack it in your cooler while it's still frozen.

**Keep a lid on it.** To keep contents cold longer, open the cooler infrequently.

**Separate the drinks.** People are likely to open and reopen a cooler often as they look for a beverage. Pack perishable foods

in a separate cooler, so they don't get exposed to the warm air as often.

**Be careful with meat.** Raw meat, poultry and seafood should be securely wrapped. Don't let their juices contaminate fruits and vegetables that are eaten raw.

**Wash it off.** All fresh fruits and vegetables should be rinsed before they're packed. Dry them with a clean towel or paper cloth.

**Wash it off, part II.** Plates or utensils that have held raw meat, poultry, or seafood shouldn't be reused unless

they've been washed in hot, soapy water. Remember this rule when grilling. Don't put cooked food on an unwashed plate.

**Keep it hot.** Hot food should be kept above 140 degrees F. Don't let it sit out for more than two hours, or one hour if the temperature is above 90 degrees. ♦





## WELLNESS ACTIVITY

### How much do you know about heat-related illnesses?

Name: \_\_\_\_\_

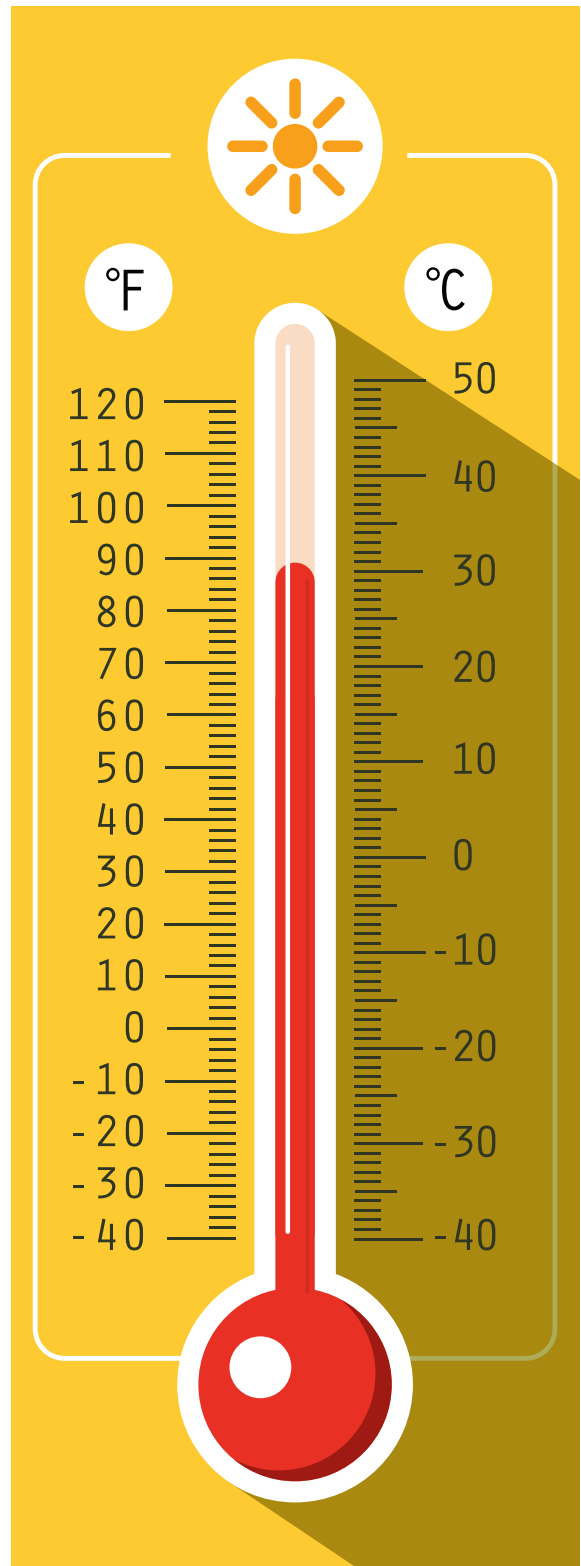
When the temperature rises, additional precautions need to be taken when you're working or exercising outdoors. Not understanding the dangers of physical exertion during hot weather puts you at risk for heat-related illness, including heat cramps, heat exhaustion, and heat stroke.

To learn more about heat-related illnesses, answer these **True or False** questions:

1. \_\_\_\_ Heat-related illnesses can be deadly.
2. \_\_\_\_ Wearing personal protective equipment (PPE) can increase your risk of heat-related illness.
3. \_\_\_\_ A health problem such as heart disease or diabetes, or even a cold or flu, can put a person at greater risk for heat illness.
4. \_\_\_\_ Taking a break in the air conditioning will ruin your ability to acclimate to working in the heat.
5. \_\_\_\_ If you're used to working in the heat, you can work during a heat wave.
6. \_\_\_\_ Salt tablets are a great way to restore electrolytes lost during sweating.
7. \_\_\_\_ Medications don't affect a person's ability to work safely in the heat.
8. \_\_\_\_ Not drinking enough fluids increases a person's risk for heat illness.
9. \_\_\_\_ During a heat wave it's best to stick with your normal routine during the hottest part of the day no matter how hard the task.
10. \_\_\_\_ Risk factors for heat illness include direct sun exposure, limited air movement, and physical exertion.

#### Answers:

1. **True**
2. **True**
3. **True**
4. **False.** Taking a break in air conditioning it is a very effective way to cool down.
5. **False.** Temperatures rise quickly during a heat wave, and you can't immediately acclimatize to the new, hotter temperatures.
6. **False.** Unless your doctor tells you to use them, salt tablets should never be used. Most people get enough electrolytes through normal meals and snacks.
7. **False.** Medication may affect how you handle high temperatures and heavy physical exertion.
8. **True**
9. **False.** During a heat wave some harder and hotter tasks may need to be rescheduled.
10. **True** ♦







# PUZZLE

## Summertime Health Drop-Out

Name: \_\_\_\_\_

Each scrambled word below contains an extra letter. Use the clues to unscramble the words. Place the extra letter in the last column. Once you've unscrambled all the words, read the extra letters vertically to complete the message.

Clue and scrambled word	Answer	Extra letter
1. To lower your risk of skin cancer, seek shade during the <b>dimelkd</b> part of the day.		
2. Protect your eyes with <b>eunssslage</b> that block UVA and UVB rays.		
3. Choose sunscreen with <b>adoerb</b> spectrum protection.		
4. Reapply sunscreen if you're in the sun for more than <b>pwto</b> hours.		
5. Be careful next to sand and water, as the sun's ray's can <b>nuhobec</b> off these surfaces.		
6. To keep harmful germs away from your summertime picnic, place <b>skiinrd</b> in a separate cooler.		
7. Heat-related illnesses can develop when you're <b>yhededtrads</b> .		
8. To build up a <b>naeccerlot</b> to working or exercising in the heat, gradually increase the intensity of your work or workout.		
9. Drink plenty of <b>aetrow</b> to avoid dehydration.		
10. Heat <b>kortoes</b> can occur when the body can't control its temperature.		
11. If you feel faint or weak while working in the heat, <b>plsto</b> and get to a cool place.		

Why wouldn't the runner let go of the ice pack? He wanted to \_\_\_\_\_ ◆





## GREAT IDEA

### Take these actions to prepare for hot weather

#### Protect your outdoor workers from heat-related illnesses

Worker protection has been a high priority this year, as workplaces implemented cleaning procedures and social distancing strategies to combat COVID-19. The coronavirus also disrupted regular work routines, which means it's especially important to pay attention to your outdoor workers this summer.



It takes time for workers to acclimate to work in hot temperatures, so new workers and those who have been away for more than a week need to increase their workload gradually or take more breaks.

It's also important to remember that all outdoor workers are at risk for heat-related illnesses. Conditions such as heat exhaustion and heat stroke occur because the body isn't able to maintain its normal temperature. If left unchecked, they can turn deadly.

Making changes to work schedules, providing plenty of water, and training workers to spot heat-related illnesses can help prevent these dangerous conditions. To protect your workers on hot summer days, use these tips from the Occupational Health and Safety Administration:

- If a worker is new on the job or has been away for more than a week, gradually increase the workload or allow more frequent breaks the first week.
- Train workers in the symptoms of heat-related illnesses such as heat stroke, heat exhaustion, and heat cramps. They should be able to recognize the symptoms in themselves and others.
- Train and encourage workers to immediately report these symptoms.
- Provide workers with plenty of cool water. Place it in convenient, visible locations. It should have a pleasant taste and the temperature should be 50 to 60 degrees F if possible.
- Remind workers to frequently drink small amounts of water before they become thirsty. Simply telling them to drink plenty of fluids is not sufficient. During moderate activity, in moderately hot conditions, they should drink about 1 cup every 15 to 20 minutes. Let workers know that urine should be clear or lightly colored.
- Make workers aware that it is not safe to drink extreme amounts of water. They should not generally drink more than 12 quarts of water in a 24-hour period. If higher amounts of fluid replacement are needed due to prolonged work in high heat conditions, a more comprehensive heat illness program may be warranted.
- Workers should eat regular meals and snacks; they provide enough salt and electrolytes to replace those lost through sweating as long as enough water is consumed. Electrolyte drinks are usually not necessary.
- Set up a buddy system if possible; if not, check routinely to make sure workers are making use of water and shade and are not experiencing heat-related symptoms.
- Reduce the physical demands of the job. If heavy job tasks cannot be avoided, change the work/rest cycles to increase the amount of rest time.
- Schedule frequent rest periods with water breaks in shaded or air-conditioned recovery areas. Note: Air conditioning will not result in loss of heat tolerance.
- Monitor weather reports daily and reschedule jobs with high heat exposure to cooler times of the day. Be extra vigilant during heat waves when air temperatures rise above normal. When possible, routine maintenance and repair projects should be scheduled for cooler seasons of the year. ♦



# PUZZLE ANSWER KEY

## Summertime Health Drop-Out

	Answer	Extra Letter
1.	middle	k
2.	sunglasses	e
3.	broad	e
4.	two	p
5.	bounce	h
6.	drinks	i
7.	dehydrated	s
8.	tolerance	c
9.	water	o
10.	stroke	o
11.	stop	l

Why wouldn't the runner let go of the ice pack? He was trying to **keep his cool**. ♦



### Next Month's Topic: Exercise

Learn how to overcome excuses and make exercise part of your routine.

Copyright 2020 J. J. Keller & Associates, Inc.

Neither the *Employee Health & Wellness Training Advisor* nor any part thereof may be reproduced without the written permission of J. J. Keller. Government regulations change constantly, therefore, J. J. Keller cannot assume responsibility or be held liable for any losses associated with omissions, errors, or misprintings in this publication. This publication is designed to provide reasonably accurate information and is sold with the understanding that J. J. Keller is not engaged in rendering legal, accounting, or other professional services. If legal or other expert advice is required, the services of a competent professional should be sought.

EDITOR: Terri Dougherty

ISSN 2689-1654

GST R123-317687

(60528)

## Expert Help: Question of the Month

**Question:** More of my employees are working remotely. How can I support their mental health?

**Answer:** When a person is working remotely, there's a danger that feelings of isolation, loneliness, and anxiety will arise. Because daily interactions with coworkers are limited to online chats and teleconferences, it can be more difficult to have a sense of workplace camaraderie when working remotely.



To support your remote workers, keep lines of communication open. Check in with them regularly by video or phone. Emailing and texting are great communication tools, but sometimes it's best to talk things over.

To help your remote workforce maintain relationships with coworkers, use communication tools such as Teams or Slack. Don't reserve these only for discussions about work. Comments about the weather or a great movie can help coworkers establish relationships and build trust.


Weekly team huddles that include remote employees are also a good way for everyone to share information about their projects. When team members are tossing around ideas, make sure everyone gets a chance to provide input.

When you're doing team building, think about activities that allow remote employees to call in or use a video conference. This can include a quiz-type game, spelling bee, or book club.

Don't let out of sight be out of mind. When communicating with your team, make sure to use tools, techniques, and activities that make all employees feel like they fit in. ♦



### Got a question?

Your subscription includes online access to our subject matter experts! Visit the Compliance Library at [JKellerLibrary.com](http://JKellerLibrary.com) and click on  Expert Help to take advantage of this great feature.

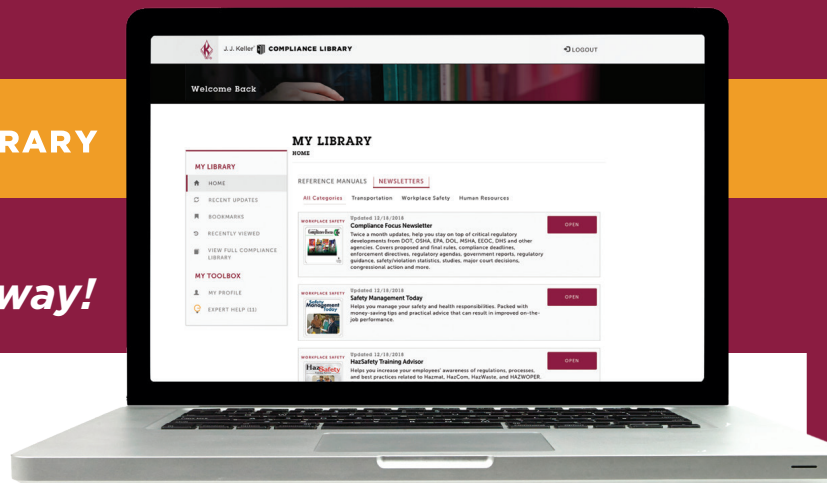
J. J. Keller®  **COMPLIANCE LIBRARY**

*World-class compliance guidance is just a click away!*

To help protect your employees and your bottom line, the **J. J. Keller® Compliance Library** provides unlimited online access to a wealth of up-to-date regulatory information.

Log on and enjoy the benefits of the **J. J. Keller® Online Compliance Library** today.

**Visit [JKellerLibrary.com](http://JKellerLibrary.com)**  
or call **1-800-327-6868**



**WITH THIS READY-TO-USE RESOURCE, YOU CAN EASILY:**

- + Determine which regulations apply to your operations
- + Understand how to comply with specific requirements
- + Stay current on relevant industry news
- + Support your training program with a wealth of convenient bonus features
- + Get answers to your toughest compliance questions via our Expert Help feature